College Part Time First Aid / Receptionist
(10.30am – 2.30pm)

Purpose of the Position
This position is directly responsible to the Principal and College Organiser.
The College First Aider will attend to students who are injured or ill.
The College Receptionist performs an important function at the College. The Receptionist is often the first person with which visitors interact. The main function of the Receptionist is to attend to parents, visitors and students and deal with telephone enquiries in an efficient, professional and timely manner.

Key Roles and Tasks
- Act as the Chief First Aid Officer and be responsible for all aspects of First Aid.
- Be responsible for the First Aid budget and supplies.
- Update CEO Incident Notification and Accident/Worksafe Incidents website.
- Liaise with Melton Health for Immunisations.
- Assist the College Receptionist and attend to parents, visitors, staff and students in a professional manner and ensure visitor passes are issued when required.
- Assist the College Receptionist and answer telephone enquiries and direct them to the appropriate people in an efficient and timely manner.
- Where necessary, messages are to be taken and distributed to the appropriate people.
- Assist the College Receptionist and ensure that student attendance records are up to date and accurate.
- Receipt College Fees and payments when necessary.
- Ensure appropriate parties are contacted in receipt of incoming goods.
- Ensure office area is clean and tidy at all times.
- Assist with general office duties when required.
- Attend College events and excursions as required.
- Complete general typing as required.
- Other duties as required by the Principal.

Key Selection Criteria:
- Must have minimum Certificate III First Aid.
- Must have worked with children in a first aid environment
- Must be compassionate and caring.
- Knowledge of Microsoft Word and Excel.
- Must have a current Working with Children’s Check and current Police Check.